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AIR

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Date: 2-5-57	By: <input type="checkbox"/>

25X1

25X1

Chief of Station, ☐

25X1

Acting Chief, Real Estate and Construction  
Division

Administrative

Assigned Space

ACTION REQUIRED: Compliance with ☐ Assigned Space

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1. A review of the ☐ real estate records file at headquarters reveals that no report of assigned office space has been received.

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2. Reports (Form 36-220) will be submitted on each transaction covering office space presently occupied and improvements made thereto, as well as on all future acquisition, improvement, and disposal of office space made available by ☐ even though reimbursement is effected at headquarters. The proportionate share of rent, if any, and operating (utilities) and maintenance cost will be estimated on the best information available.

25X1

3. The information and reports required in paragraph 2 are also required on any assigned warehouses, storerooms, garages, sailhouses, and living quarters.

25X1

2 April 1956  
Distribution:

Orig & 2 - Addressee  
1 - SE ☐  
1 - RI ☐

① - RECD File  
1 - Ch/SE

1 - RECD Chrono  
1 - ☐

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OL/RECD ☐ (2 Apr 56)

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Chief/SE

SE ☐

Ch/SE

Acting Chief, Real Est. & Constr.  
Div.~~SECRET~~  
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